

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION

WP AT 1910.1B

3/24/94

SUBJ: Western-Pacific Region Air Traffic Control Contingency Plan

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1. PURPOSE. The purpose of this plan is to implement the national ATC contingency plan by defining a centralized capability for the direction and support of field facilities in keeping the air traffic control system safe and orderly during significant disruptions or emergency situations.
2. DISTRIBUTION. This Order is distributed to all Air Traffic Division Branches , all Air Traffic Field Facilities and the Regional Operations Center, AWP-6.
3. CANCELLATION. This Order cancels Order WP AT 1910.1A, Western-Pacific Region Air Traffic Control Contingency Plan.
4. BACKGROUND. Significant disruptions to the air traffic control system impact safety, disrupt air commerce, and may affect national defense. In order to ensure that air traffic services are continued to the fullest extent possible in a safe, albeit reduced, level and to provide assistance to the affected facilities, this Order delineates specific responsibilities of the Air Traffic Division branches.
5. SCOPE. Instructions contained in this Order are in addition to and supplement Order 1910.12A, Air Traffic Service Command Post.
6. ASSIGNMENT OF RESPONSIBILITY.
  - a. The Manager, System Management Branch, AWP-530, as directed by AWP-500, is responsible for:
    - (1) Maintaining this plan in a manner to assure information contained herein is current.
    - (2) Providing periodic briefings to assure all Air Traffic Division personnel fully understand their responsibilities as set forth by this plan.
    - (3) Assisting in organizing, staffing and operating the Crisis Management Center (CMC).

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Distribution: A-X-(AT)-3; A-FAT-O (LTD); AWP-6

Initiated By: AWP-530

b. The Manager, Facility Operations Branch, AWP-540, as directed by AWP-500, is responsible for:

(1) Providing personnel assistance to support field facilities in the investigation and handling of accidents and incidents as needed.

(2) Assisting the System Management Branch in identifying required personnel to support impacted field facilities and coordinating personnel services to accomplish an expeditious recovery.

c. The Manager, System Requirements Branch, AWP-510, as directed by AWP-500, is responsible for:

(1) Evaluating the ability of all automated facilities to provide and maintain automated operational support.

(2) Coordinating staffing needs with the CMC Officer for the deployment of automation qualified personnel within the Region as needed.

(3) Collecting and managing facility damage information and directing the AF team by setting priorities for repair of facilities.

d. All Air Traffic Division Branch Managers and Section Supervisors are responsible for being thoroughly familiar with this plan and providing support as necessary.

7. CMC OPERATIONS. When situations warrant, or upon notification to implement the National Air Traffic Control Contingency Plan, the Manager, Air Traffic Division, will request activation of the CMC. The CMC is normally operated in the Executive Conference Room on the sixth floor of the Regional Headquarters building. Depending on the situation, other Divisions or Staff Offices may be represented at the CMC; i.e., Public Affairs, Human Resource Management Division, Security, Legal, Military, etc.

a. Air Traffic Service (ATS) CMC Functions. The CMC will serve as the focal point for all air traffic system data related to the situation. Its primary functions include:

(1) Maintaining continuous liaison with the Washington Headquarters ATS and Western-Pacific Region Staff Offices, Divisions, and field facilities.

(2) Assessing individual situations or problems that arise, determining facilities affected, and taking appropriate actions necessary to alleviate the problem. Such actions may include reduction of facility hours, services provided, personnel deployment, etc.

(3) Receiving, consolidating, and preparing summary status reports.

b. CMC ATS Staffing. The Regional CMC may be staffed 24 hours a day. Staffing will consist of an Operations Officer, two Air Traffic Branch Specialists, and two Secretaries. Personnel staffing these positions and a brief description of their duties are listed below.

(1) The Operations Officer position shall be staffed by supervisory personnel of the Air Traffic Division. As the direct representative of the Air Traffic Division Manager, he/she will have full responsibility for the operation of the ATS CMC and the air traffic system within the Western-Pacific Region on a shift by shift basis.

(2) The Air Traffic Branch Specialist positions will normally be staffed by one specialist from AWP-530 and one other branch. Specialists shall be responsible to the Operations Officer. Their duties include liaison and coordination, situation evaluation, recommending course of action, handling of status reports, etc.

(3) Secretarial assistance will be provided from throughout the Air Traffic Division. Secretaries shall be responsible to the Operations Officer. Their duties include normal clerical work, typing, maintenance of the correspondence message log, and telephone answering.

c. CMC ATS Schedule. Operations Officers and Specialists assigned as teams shall work shifts in accordance with Appendix 3 of this Order. The secretary shift assignments and schedule are also shown in Appendix 3. Secretarial assistance will not be provided between the hours of midnight and 7:00 a.m.

8. NOTIFICATION PROCEDURES. Notification to implement the National Air Traffic Control Contingency Plan will be made to the Regional Administrator by the FAA Administrator. The Regional Administrator will notify Staff and Division Offices. When the CMC is activated, the Air Traffic Division Manager will notify AWP-530 to implement this plan and activate the ATS CMC. Further notifications will be made in accordance with Appendix 1 of this plan. The Regional Duty Officer will notify the Air Traffic Division Manager and other appropriate Division Officers.

9. **PERSONNEL RECALL.** Upon being notified of the implementation of this plan, all Air Traffic Division supervisors shall initiate action to recall all personnel of his/her unit who are on leave or official business. Exceptions to this procedure may be approved by the Air Traffic Division Manager or designated representative only.

10. **IMPLEMENTATION.** The transition from normal operations to a 24 hour CMC status shall be accomplished in two phases whenever possible.

a. **During Phase I,** the alert phase, which commences upon notification of implementation, AWP-530 shall take the following actions:

(1) Determine the date/local time that the CMC will be activated. (Should not be later than 20 hours prior to commencement of Phase III of the National Air Traffic Control Contingency Plan).

(2) Assure coordination is completed with AWP-6 and AWP-50 as to the date/time of activation and that arrangements have been made for setting up the Executive Conference Room for the CMC.

(3) Determine and notify Division personnel of ATS CMC staffing assignments.

(4) Review and update this plan and its appendices as needed.

NOTE: All personnel assigned ATS CMC duties should review this plan and the National Air Traffic Control Contingency Plan prior to starting their first tour of duty.

b. **Phase II commences** upon activation of the ATS CMC. Upon commencement of Phase II, the following actions shall be taken by the CMC staff:

(1) If the alert phase was not implemented due to lack of prior warning, accomplish necessary actions listed under Phase I.

(2) Begin gathering pertinent data as required in Paragraph 12 of this plan.

(3) Determine personnel deployment needs from input received from field facilities and take appropriate actions in accordance with Paragraph 13 of this plan.

(4) Establish a message log of incoming/outgoing correspondence, telephonic messages, E.Mail, and facsimile. (See Appendix 6).

(5) Provide briefings on an on-call, individual basis.

11. **STATUS REPORTING.** During a major disruption to the air traffic system, it is necessary for National and Regional Headquarters to continuously monitor the system's status in order to effectively direct and support its operation.

The following actions by Regional and Facility personnel are required when the National Air Traffic Control Contingency Plan is implemented:

a. **The Regional ATS CMC Officer shall:**

(1) Report staffing needs that cannot be accommodated by personnel within the Region to National Headquarters in accordance with Paragraph 13b of this Plan. (Not later than 15 hours prior to commencement of Phase III of the National Plan, 0900 local time).

(2) Prepare a briefing sheet for AWP-500 containing an overview of Regional/Facility status and readiness to be used at a telecon with the Associated Administrator for Air Traffic, AAT-1, at 1500 Eastern time, noon local time, 12 hours prior to commencement of Phase III of the National Plan. (A brief update to this briefing sheet shall be prepared for a report by AWP-500 to AAT-1 due not later than two hours prior to Phase III). (10:00 p.m. local time).

(3) After commencement of Phase III of the National Plan, prepare a briefing sheet to be used by AWP-500 at the daily ATSCON with AAT-1 (11:00 a.m. LCL), and by AWP-1 at the daily telecon with AOA-1 (noon LCL), covering the Region's status.

(4) Conduct Regional telecons at 0830, 1630, and 0030 Pacific time daily to obtain facility status reports using the Air Traffic Communications Network.

(5) Assure ATS CMC status boards are kept current.

b. **Upon being notified of the implementation** of Phase II of the National Air Traffic Control Contingency Plan, all Facility Managers shall assess their status as outlined in the National Plan and forward an initial status report to the CMC not later than 18 hours prior to commencement of Phase III (0600 local time). An update of this report is required no later than four hours prior to commencement of Phase III (2000 local time).

c. **During Phase III of the National Plan,** managers of those terminal facilities not on the Air Traffic Communications Network shall:

(1) Forward their status reports to the ARTCC/TRACON serving their facility as shown in the cascade system (Appendix 2, page 2) prior to 0830, 1630, and 0030 Pacific time daily. (Facilities not operational 24 hours may omit the 0030 report).

(2) Include the following information in their status report:

(a) Facility hours of operation.

(b) Personnel resources. (How many control personnel on duty?  
How many employees absent and their leave status?)

(c) Operational capacity. (How many IFR operations per hour can  
the facility handle above those amounts specified in the National Air Traffic Control  
Contingency Plan?)

(d) Equipment status. (Any major equipment outages that will affect  
IFR operations?)

(e) Weather. (General weather information which might affect  
operations.)

(f) Airport status. (Any major problems concerning the airport,  
runways closed, etc.)

(g) Other. (Any other problems or anticipated problems that will  
affect IFR operations during this shift?)

d. During Phase III of the National Plan, managers of ARTCCs and terminal  
facilities on the Air Traffic Communications Network shall:

(1) Prepare facility status reports for their own facility. Include the  
information requested above as applicable.

(2) Forward all status reports received along with their facility report to the  
CMC during Air Traffic telecons scheduled daily at 0830, 1630, and 0030 Pacific time.

e. During Phase III of the National Plan, Flight Service Station managers shall:

(1) Forward facility status reports direct to the CMC daily between 0900  
and 1000 Pacific time.

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(2) Include the following information in their status reports:

(a) Personal staffing problems, if any.

(b) Equipment problems.

(c) Any other problems or anticipated problems that might affect the support of this or the National Air Traffic Control Contingency Plan.

f. All facility managers shall forward any major changes to their reported status direct to the CMC at the time the change occurs.

g. Forms for use in status reporting are contained in Appendix 5.

12. PERSONNEL DEPLOYMENT. During significant disruptions to the air traffic system, it may be necessary to deploy field supervisory and/or Regional Headquarters personnel to supplement staffing needs at essential field facilities. When resources within the Region are not sufficient to support these needs, additional personnel may be requested from national Headquarters.

a. Facility managers, upon notification of implementation of the National Air Traffic Control Contingency Plan, shall assess their staffing needs to support the operational requirements of the National Air Traffic Control Contingency Plan. Particular attention should be given to the staffing of control positions, automation positions, and ARTCC/terminal TMU positions. Report staffing needs and/or excess personnel to the CMC during the initial status/readiness report.

b. Regional CMC personnel shall review facility staffing shortages and initiate action to relocate surplus personnel. (See Appendix 4). If national support is needed, contact AAT-10 no later than 15 hours prior to commencement of Phase III of the National Plan (9:00 a.m. local time).

NOTE: Advise facilities as soon as possible which shortages will or will not be filled.

c. CMC Officers should coordinate with the Flight Standards Division, AWP-200, for possible assistance in relocating personnel within the Region using FAA aircraft.

d. Emergency advance travel funds are available in limited amounts from imprest funds located throughout the Region.

e. Facility managers shall assure that all personnel assigned to work control positions have demonstrated the necessary proficiency for each position to be worked and that they are properly certified to perform under general supervision. (See Appendix 7).

13. ADMINISTRATIVE REQUIREMENTS. Situations that would warrant activation of the CMC also create a substantial administrative workload. All Air Traffic Division Branches shall be prepared to support this additional workload as required.

14. ACCIDENT/INCIDENT HANDLING. At the request of the CMC Officer, the Manager, Quality Assurance Staff, AWP-505, shall provide personnel assistance to field facilities investigating and handling accidents and incidents. Responsibilities and procedures contained in the National Air Traffic Control Contingency Plan shall be followed.

15. USER NOTIFICATIONS. During significant disruptions to air traffic services, it is important that users be kept apprised of any changes within the system; i.e., reduction of services, facility closures, airspace releases, etc. The CMC Officer shall assure that appropriate NOTAMs covering such changes are issued at the facility or Regional level at least six hours prior to the effective time of the change.

16. SECURITY. During any disruption to the system, the need for additional security precautions may arise. Facility managers shall review existing security plans and procedures outlined in Orders 1600.6, Physical Security Management Program, and Regional/local directives and assure their facility security plans are current.

17. NEWS MEDIA. Considerable interest by the news media can be expected during any significant disruption to the system.

a. Official news releases will be formulated and released by the National or Regional Public Affairs Office.

b. Media inquiries at field facilities concerning national issues shall be referred to the National/Regional Public Affairs Office.

c. Facility managers and assistant facility managers in coordination with Public Affairs may decide if an interview with the news media is feasible. (See Appendix 8).

d. News media interviews shall be coordinated with the Public Affairs Office, AWP-5, in accordance with Order WP 1210.9, Media/Public Affairs Activities in the Western-Pacific Region.



18. **TERMINATION.** The decision to terminate this Plan and deactivate the CMC will be made by the Regional Administrator upon recommendation from the Air Traffic Division Manager or his designated representative. Upon being notified to deactivate the CMC, AWP-530 shall:

a. Notify key personnel, the ATS CMC, Division and Staff Offices, and all field facilities.

b. Direct the return to normal operations.

19. **APPENDICES.**

a. Appendix 1. Notification Procedures.

b. Appendix 2. Air Traffic Cascade System

c. Appendix 3. CMC Roster/Schedule.

d. Appendix 4. ATS CMC Equipment and Layout.

e. Appendix 5. Status Reporting forms.

f. Appendix 6. Message Log.

g. Appendix 7. Sample Emergency Certification Form.

h. Appendix 8. News Media Guidelines.



Richard R. Lien  
Manager, Air Traffic Division

WP APPENDIX 1. NOTIFICATION PROCEDURES

The notification and call out sequence as shown below shall be used to notify Air Traffic Division personnel, other Division, Staff Offices and field facilities of the implementation of this Plan. Information as to the date/time of implementation of Phase III of the National Air Traffic Control Contingency Plan, if applicable, and/or the date/time the Regional Command Post will be activated shall be passed along with any other pertinent data that is available.

AWP-500/501 shall notify:

AWP-1/2/530

AWP-530 shall notify:

Branch Managers

AWP-5/6/7/10/200/300/400/600/700

AWP-510, AWP-520, and AWP-540 shall notify all personnel within their respective branches.

Using the cascade system of the Air Traffic Division Communications Network (WP AT 1910.1B), AWP-530 shall ensure that all field facilities have received the notification GENOT from Washington and are advised of the above information. It is important that notification at the facility level be given **only** to the facility manager or his/her designated supervisory representative.

Air Traffic Branch Managers shall advise AWP-530 when the above notifications have been completed.

WP APPENDIX 2. AIR TRAFFIC CASCADING**Fresno ATCT (FAT)**

Bakersfield ATCT (BFL)

**Honolulu CERAP (ZHN)**

Guam CERAP (ZUA)  
Hilo ATCT (ITO)  
Honolulu ATCT (HNL)  
Kona ATCT (KOA)  
Kwajalein ATCT (KWA)  
Lihue ATCT (LIH)  
Maui ATCT (OGG)  
Molokai ATCT (MKK)  
Pago Pago ATCT (TUT)

**High Desert TRACON (E10)**

William J. Fox ATCT (WJF)  
Palmdale ATCT (PMD)

**John Wayne ATCT (SNA)**

Brackett ATCT (POC)  
Chino ATCT (CNO)  
Fullerton ATCT (FUL)  
Long Beach ATCT (LGB)  
Ontario ATCT (ONT)  
Riverside ATCT (RAL)

**Las Vegas TRACON (L30)**

Grand Canyon ATCT (GCN)  
Las Vegas ATCT (LAS)  
North Las Vegas ATCT (VGT)  
Palm Springs ATCT (PSP)

**Lindbergh ATCT (SAN)**

Brown Field ATCT (SDM)  
Gillespie ATCT (SEE)  
Montgomery ATCT (MYF)  
Palomar ATCT (CRQ)

**Los Angeles ATCT (LAX)**

El Monte ATCT (EMT)  
Hawthorne ATCT (HHR)  
Santa Monica ATCT (SMO)  
Torrance ATCT (TOA)  
Van Nuys ATCT (VNY)

**Oakland ATCT (OAK)**

Concord ATCT (CCR)  
Hayward ATCT (HWD)  
Livermore ATCT (LVK)  
Napa ATCT (APC)  
Santa Rosa ATCT (STS)

**Phoenix TRACON (P50)**

Deer Valley ATCT (DVT)  
Falcon Field ATCT (FFZ)  
Goodyear ATCT (GYR)  
Phoenix ATCT (PHX)  
Prescott ATCT (PRC)  
Scottsdale ATCT (SDL)  
Tucson ATCT (TUS)  
Tucson TRACON (U90)

**Sacramento TRACON (MCC)**

Chico ATCT (CIC)  
Modesto ATCT (MOD)  
Redding ATCT (RDD)  
Reno ATCT (RNO)  
Sacramento-Executive (SAC)  
Sacramento-Metro (SMF)  
South Lake Tahoe ATCT (TVL)  
Stockton ATCT (SCK)

**San Francisco ATCT (SFO)**

Monterey ATCT (MRY)  
Palo Alto ATCT (PAO)  
Reid-Hillview ATCT (RHV)  
San Carlos ATCT (SQL)  
San Jose ATCT (SJC)

APPENDIX 2. WP AT CASCADING SYSTEM (CONTINUED)

**Santa Barbara ATCT (SBA)**

Camarillo ATCT (CMA)  
Oxnard ATCT (OXR)  
San Luis Obispo ATCT (SBP)  
Santa Maria ATCT (SMX)

**Southern California TRACON (SCT)**

Burbank ATCT/TRACON (B90)  
Coast TRACON (NZJ)  
Ontario TRACON (O40)  
San Diego TRACON (NKX)

**Stand-Alones**

Bay TRACON (O90)  
Los Angeles ARTCC (ZLA)  
Oakland ARTCC ((ZOA)

**Flight Service Stations/Automated Flight Service Stations**

**Prescott AFSS (PRC)**

Tucson FSS (TUS)

**Oakland AFSS (OAK)**

Arcata FSS (ACV)  
Salinas (SNS)  
Ukiah FSS (UKI)

**Rancho Murieta AFSS (RIU)**

Bakersfield FSS (BFL)  
Fresno FSS (FAT)  
Marysville FSS (MYV)  
Red Bluff FSS (RBL)  
Sacramento FSS (SAC)  
Stockton FSS (SCK)

**Stand Alones:**

Hawthorne AFSS (HHR)  
Honolulu FSS (HNL)  
Reno AFSS (RNO)  
Riverside AFSS (RAL)  
San Diego AFSS (SAN)

WP APPENDIX 3. CMC ROSTER/SCHEDULE

<u>POSITION</u>	<u>TEAM 1</u>	<u>TEAM 2</u>	<u>TEAM 3</u>	<u>TEAM 4</u>	<u>TEAM 5</u>	<u>ALTS.</u>
OPERATIONS OFFICER	AWP-530	AWP-540	AWP-520	AWP-510	AWP-507	501/541
SPECIALIST	AWP-532	AWP-531	AWP-532	AWP-531	AWP-531	
SPECIALIST	AWP-542	AWP-510	AWP-520	AWP-510	AWP-540	
ALT. SPECIALIST	AWP-510	AWP-530	AWP-510	AWP-541	AWP-530	
ALT. SPECIALIST	AWP-530	AWP-510	AWP-530	AWP-530	AWP-530	
ALT. SPECIALIST	AWP-520	AWP-520	AWP-520	AWP-520	AWP-520	

<u>SHIFT</u>	<u>DAY</u>													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<u>TEAM</u> 0800-2000	1	3	5	2	4	1	3	5	2	4	1	3	5	2
<u>TEAM</u> 2000-0800	2	4	1	3	5	2	4	1	3	5	2	4	1	3

SECRETARIES

<u>TEAM #1</u>	<u>TEAM #2</u>	<u>TEAM #3</u>	<u>ALTERNATES</u>
AWP-530A	AWP-510A	AWP-530A	AWP-500A
AWP-540B	AWP-520A	AWP-540A	AWP-510A

<u>SHIFT</u>	<u>DAY</u>													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<u>TEAM</u> 0700-1730	1	3	2	1	3	2	1	3	2	1	3	2	1	3
<u>TEAM</u> 1530-2400	2	1	3	2	1	3	2	1	3	2	1	3	2	1

NOTE: Adjustments may be made to this schedule by the Facility Operations Branch

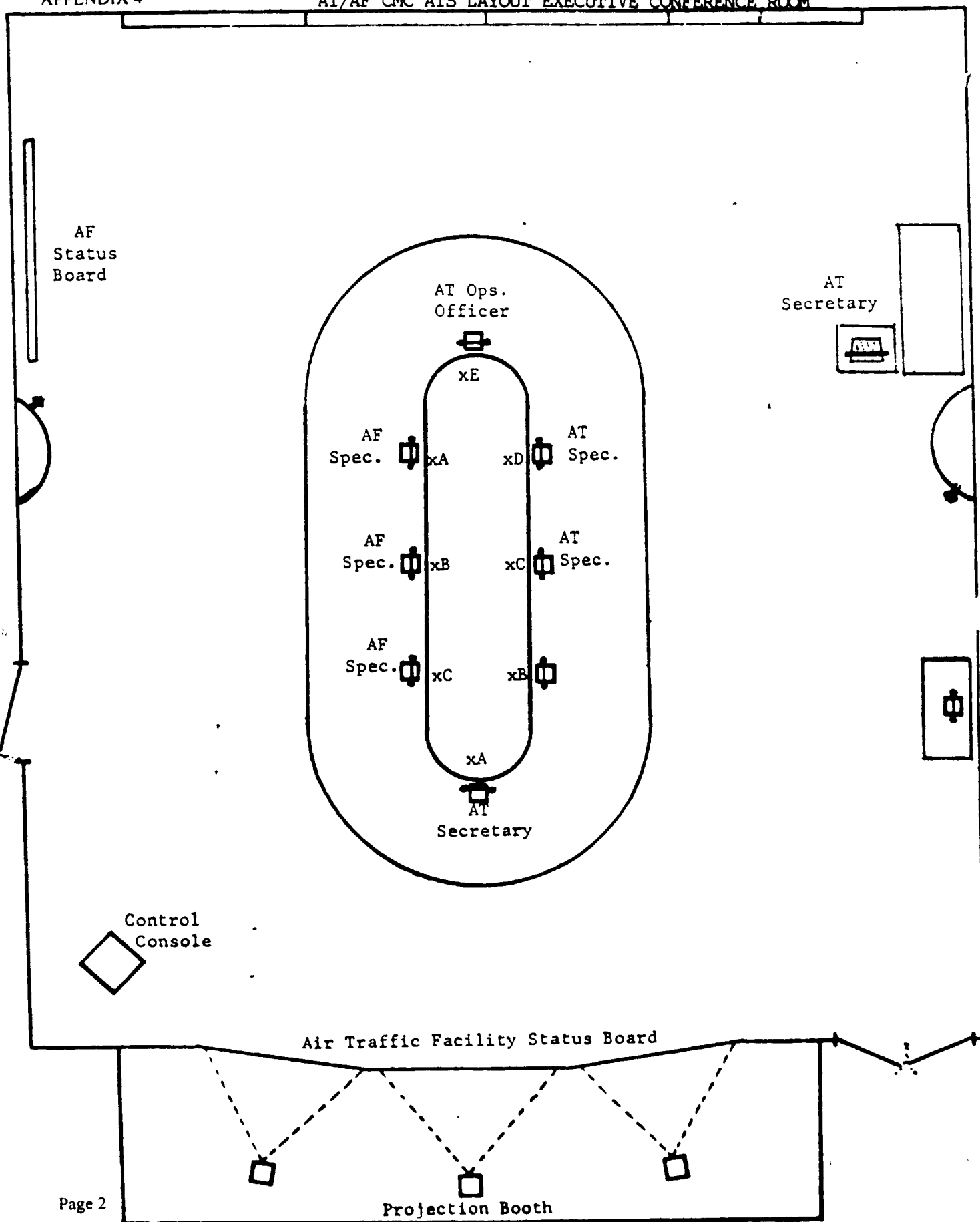
WP APPENDIX 4. ATS CMC EQUIPMENT

The equipment listed below will be needed for ATS CMC operations. They may be obtained by contacting the Manager of the Systems Maintenance Engineering Branch, AWP-460, (some equipment is stored in the projection booth):

- 3 ea. - Viewgraph projectors (extra bulbs and fuses)
- 1 ea. - Electric typewriter on portable stand
- 3 ea. - Portable typewriter stands
- 2 ea. - Flip chart stands (2 extra pads)
- 8 ea. - Telephones

NOTE: 5 Telephones are for Air Traffic and 3 for Airway Facilities. The telephones in the Executive Conference Room (as used for a Crisis Management Center) are hard-wired and permanently located around the oval table. WP Order 1920.1 provides specific operating guidance.

AT/AF CMC ATS LAYOUT EXECUTIVE CONFERENCE ROOM



APPENDIX 4. CRISIS MANAGEMENT CENTER TELEPHONE NUMBERS

<u>POSITION</u>	<u>CMC TELEPHONE NUMBERS</u>
Crisis Manager	(310) 643-3260
Assistant Crisis Manager	(310) 643-3261
Public Affairs	(310) 643-4362
Logistics	(310) 643-3263
Flight Standards	(310) 643-3264
Flight Surgeon	(310) 643-3265
Airway Facilities	(310) 643-3266
Air Traffic	(310) 643-3267
Airports	(310) 643-3268
Aviation Security	(310) 643-3269

\*The above telephone numbers are the primary position assignment incoming numbers.

Depending upon the nature of the crisis, other participants, i.e. ATA, may be assigned to any of the above listed positions. In that event, the participant shall advise those people with whom they are interacting of the number by which to contact them.

OPERATION CENTER TELEPHONE NUMBERS

Regional Duty Officer	(310) 643-3200
Manager	(310) 643-3203
Foreign Exchange	(213) 772-5711
Message Center	(310) 297-0616
*Recorded Messages	(310) 297-0961
	(310) 297-0962



#### APPENDIX 4. TELEPHONE INSTRUMENT KEY FUNCTIONS

All telephone instruments have common function keys as described below.

1. RING CUT OFF - During periods when the Crisis Management Center is not active, this key, when lighted, turns the ringer off so that if the primary incoming number is dialed inadvertently, there is no audible ring to disrupt other proceedings in the room. When it is desired that this unit ring to signal an incoming call, depress this key to extinguish the green LED.
2. CALL FWD ALL - When this key is depressed, lighting the green LED, dial a Dimension extension to which all calls shall be forwarded. Then after hearing the three-beep confirmation tone, hang up the handset. To release call forwarding, pick up the handset and depress this key extinguishing the green LED.
3. CALL PICK UP - If an unattended position telephone is ringing, pick up your handset and depress this key to pickup the incoming call to the unattended position. This alleviates the need to move to the unattended position to answer that call.
4. CALL WAIT ANS - If you hear a tone indicating another call waiting, while you are already on a call, advise the other party to standby, and then depress this key to answer the waiting call. Depressing this key places your present call on hold and changes to the waiting call. When the second call is completed, placing the handset on hook will cause your telephone to ring again. Picking up the handset will return you to your original call.
5. 297-XXXX - To call any 297 CENTREX number in the regional office building, depress this key. When the tone is heard, dial only the last four digits of the desired office number. This alleviates having to dial the entire number each time.
6. AWP-XXX - This is an automatic speed-dial to the Dimension telephone located in the office represented by the number XXX.
7. NET - This key accesses a line that may be connected to a net for coordination purposes. This line is only for use between the Duty Officer and the CMC position. It does not ring for an incoming call.

8.     OUT   -       This key accesses the outgoing line from this position. It is to be used for outgoing calls, thus leaving the primary incoming number open for incoming calls.
9.     643-XXXX   -       This key accesses the primary incoming line. This is the only line that rings on the telephone instrument.
10.    HOLD   -       Places the current call on hold, allowing use of another line.
11.    "0" BUTTON ON KEYPAD   -       Depressing the zero (0) button on the keypad is a quick method of dialing the Duty Officer in the Operations Center.
12.    R BUTTON (LOWER LEFT, NEAR HANDSET)   -       Depressing this button returns dial tone if you should make an error dialing a number. This is also known as the flash hook button.

WP APPENDIX 5. INITIAL FACILITY STATUS REPORT

FACILITY: \_\_\_\_\_ OPS HOURS: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ (LCL

CALLED IN BY: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

Personnel Actions:

1. Facility manager warning to Union official. (Yes or No) \_\_\_\_\_
2. Number of employees issued notices of proposed suspensions by facility manager. \_\_\_\_\_
3. Number of bargaining unit employees available to perform control duties. (Include developmental) \_\_\_\_\_
4. Number of non-bargaining unit employees available to perform control duties. (Include developmentals) \_\_\_\_\_
5. Total number of personnel available to perform control duties. (Include supervisors, staff personnel, and bargaining unit members) \_\_\_\_\_
6. Available control staffing compared to the number necessary for normal operations. (Percentage) \_\_\_\_\_
7. Staffing assistance needed to support the National Plan. (Be specific; TMC, ATAs, etc.) \_\_\_\_\_  
\_\_\_\_\_

Operational Capability:

8. Can the Facility support scheduled priority 2 traffic as specified in the National Plan? (Yes or No) \_\_\_\_\_
9. Estimated number of additional operations per hour that could be handled with present staffing. \_\_\_\_\_
10. Equipment outages. (Include estimated RTS time.) \_\_\_\_\_

Union Activities: (List pertinent union activities or incidents and what affect, if any, they are having on facility operations.)

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APPENDIX 6

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WP APPENDIX 7 (SAMPLE) EMERGENCY CERTIFICATION MEMORANDUM

Subject: Emergency Position Qualification Certification

From: Air Traffic Manager, \_\_\_\_\_ (Facility)

To: SATCS: \_\_\_\_\_ (Facility)  
THRU: Air Traffic Manager \_\_\_\_\_ (Facility)

This is to certify that \_\_\_\_\_ has completed specialized training under Emergency Authority to effectively perform the duties of the \_\_\_\_\_ position at \_\_\_\_\_ during periods of significant disruptions to air traffic services.

Additionally, Mr./Ms. \_\_\_\_\_ has received OJT under direct supervision and is considered qualified to perform duties under general supervision.

\_\_\_\_\_  
Air Traffic Manager

\_\_\_\_\_  
Facility

.....  
(send carbon copy to the manager of the SATCS's duty facility).

WP APPENDIX 8. PRESS/NEWS MEDIA GUIDELINES

1. Require that media contact Public Affairs to arrange for media interviews. Public Affairs will advise of the names and organization of those approved to conduct interview. Upon arrival at the facility, media credentials should be checked.
2. Interviews may be conducted in facility offices or outside the facility on a non-interference basis only. No interviews shall be allowed in operational areas. (During major job actions, interviews shall be limited to outside the facility.)
3. Media representatives may be allowed to take pictures and/or film footage inside facilities; however, not near the operating positions or during major job actions.
4. Subject matter during interviews shall be limited to local facility issues and operations only. Official press releases from National/Regional Headquarters may be handed out to media representatives; however, do not attempt to expand on information contained in the press releases.
5. Interviews involving union personnel or issues will not be conducted on FAA owned or leased property nor will they be conducted on FAA time. (Note: This is in the bargaining agreement and public law.)
6. Efforts should be made locally to record interviews of facility personnel when broadcasted on local radio or television stations.
7. Pertinent security restrictions shall be enforced at all times during the presence of news media.